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Security Information*Office Memorandum* • UNITED STATES GOVERNMENT

TO : For the Files

DATE: 12 January 1953

FROM : 

25X1A9a

SUBJECT: NEA, Executive Secretariat

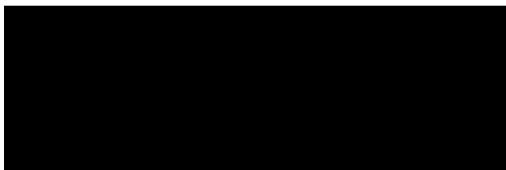
1. Position No. BE-7 and BE-9 designate work done for the Chief and Deputy Chief of the NEA Division.

2. Position NO. BE-8 is to designate work done for the Chief, Executive Secretariat.

3. This pattern was provided by NEA with the grade levels of present incumbants considered.

<u>Proposed Positions</u>	<u>T/O Grade</u>	<u>Present Action Recommended</u>
BE-7 Admin Assistant (To Div. Chief) GS-9	GS-7/9	GS-9
BE-8 Secretary (Steno) (To Chief, Exec. Secretariat) GS-7	GS-7	Flag position
BE-9 Secretary (Steno) (To Dep. Chief of Division)*GS-7	GS-5/6	GS-7

4. At this time individual audit would not be appropriate on BE-8 to determine the elements which make GS-7 work for the Chief, Executive Secretariat's secretary. BE-8 should, however, be flagged in the Division records to prevent change in incumbents before desk audit.

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* Chief of Administration requested change of this slot to GS-7.